

// Northwest Navy All Hands Message

Coronavirus (COVID-19)

Update 40: November 19, 2020

STATUS UPDATE

Reports are showing increasing rates of COVID-19 infections in many areas in the Pacific Northwest and nationally. Government and health officials have warned about a potential “fall surge” and the continued rise in cases seem to indicate one is occurring. Many Washington state communities continue to see new COVID-19 cases and hospitalizations each week.

In an effort to reduce the spread of the virus among Navy personnel, an increase in protective measures are being implemented across Navy Region Northwest installations. Effective November 19, all Navy installations in the NRNW area of operations have raised the Health Protection Condition (HPCON) from Bravo (B) to Charlie (C) due to a sustained significant rise in cases in the base’s surrounding community. In conjunction with the return to HPCON Charlie installations will also be implementing increased travel restrictions.

Northwest Navy Installation Commanding Officers (COs) continue assessing their local operating environment and make decisions to mitigate risk to the health and safety of Navy personnel and to the Navy’s ability to continue performing mission essential operations. They are reviewing plans and are prepared to implement additional measures as necessary. Northwest Navy Family members should monitor installation websites and social media pages for the latest base-specific updates on services and activities.

As many of you may already know, Washington State Governor issued a proclamation on Nov. 15 that implements additional restrictions or closures of indoor dining, retail shopping, indoor social gatherings, gyms, movie theaters, religious services and museums/zoos. The state restrictions will remain in place through Dec. 14 across the state and are similar restrictions have been announced in California and Oregon.

Some of the Navy’s measures may be different than those in neighboring communities. Most noticeable changes associated with the increased HPCON level include increased restrictions on facility/services occupancy levels such as at the local installation MWR Fitness and Aquatic Centers, Navy Exchanges and Commissaries. It is essential that all personnel take personal responsibility to continue limiting the spread of the disease. Everyone must maintain vigilance in their individual protective behaviors both on and off base, including maintaining physical distancing, using face coverings, maintaining good hygiene, conducting medical screening and regular cleaning and disinfecting frequently-touched surfaces.

Current Numbers:

- Washington (WA) Dept. of Health, as of Nov. 18, reported 137,411 cases and 2,603 deaths. Visit www.doh.wa.gov/emergencies/coronavirus for the latest WA data.
- Dept. of the Navy, as of Nov. 18, reported 3,694 confirmed active cases among military, civilians, family members and contractors. Visit <https://www.navy.mil/US-Navy-COVID-19-Updates/> or the Navy’s latest report.

Update #40 includes the following:

- 1.** Navy Region Northwest elevates to Health Protection Condition Charlie

2. New travel planning resources
3. Updated health screening questionnaire
4. CDC recommendations for a safe Thanksgiving celebration
5. CDC practical tips and web links to reference sites

1. The Navy Region Northwest has elevated its health protection measures to Health Protection Condition (HPCON) Charlie (C) at installations within the Puget Sound operating area. This is in alignment with current Dept. of Defense guidance and is due to the recent significant rise in number of new COVID-19 cases in Washington State and the increased potential for exposure to the virus. HPCON C went into effect at 11:59 p.m. on Nov. 18.

Implementing HPCON C at NRNW installations is enacted in an effort to protect the Navy fleet, fighter, and family from the increasing number of positive COVID-19 cases across the state. This increase also coincides with Washington State Governor increasing protective measures to reduce to the rising number of positive cases.

HPCON C applies to all service members, civilian employees and contractors, and includes the following regional measures. Northwest Navy leaders will reassess the situation and HPCON C status on Dec. 14. Future modifications to HPCON C will depend not only on federal and state direction, but the success or failure of our local actions to maintain a ready force.

- Personnel must maintain physical distancing of at least six feet.
- Limit business gatherings or meetings to no more than 10 persons, and social gatherings to no more than five persons. Essential operations and training are not limited in size, but must maintain social distancing and use of cloth face coverings.
- Commands are encouraged to continue using virtual meeting options instead of in-person meetings when possible.
- Personnel must wear cloth face coverings on Navy property when physical distancing of at least six feet is not possible. Cloth face coverings should be in alignment with NAVADMINs 100/20 and 194/20 and CDC guidelines. Face coverings should:
 - ✓ Fit snugly, but comfortably, against the side of the face.
 - ✓ Be from nose to chin. Full-face coverings (like ski masks) are not authorized.
 - ✓ Be secured with ties or ear loops.
 - ✓ Include multiple layers of fabric if material is cloth.
 - ✓ Allow for breathing without restriction.
 - ✓ If reusable, be able to be laundered and machine dried without damage or change to its shape.
 - ✓ Not interfere with wearing eyeglasses or cause them to fog.
 - ✓ When in uniform, only plain neutral colors – black, brown, tan, white, grey, green or blue – can be worn. No words, logos, symbols, prints or patterns are authorized. The only exception is a camouflage pattern that matches the Navy's existing camouflage pattern uniforms.
 - ✓ Face coverings with an exhaust valve and neck gaiter style face coverings are not recommended, and in some places, are prohibited. These type of face coverings do not entrain

moisture in exhaled breath, failing to reduce the spread of the COVID-19 Virus and failing to protect other personnel.

- Personnel and commands must maintain strict good hygiene measures such as refraining from handshaking, regularly and thoroughly washing hands, and regular cleaning and disinfecting of frequently touched surfaces.
- Personnel and commands should conduct daily COVID-19 screening using the NRNW COVID-19 Questionnaire version dated Nov. 18, 2020. Commands should continue conducting enhanced medical screening for all operational units and headquarters buildings.
- Personnel should avoid non-essential travel. Service members should minimize stops at off-base facilities and businesses in compliance with state and local restrictions. Military families, civilian employees, and contractors are strongly encouraged to follow the same risk avoidance measures. Personnel should utilize the NRNW Travel Planner Tool to help them make informed decisions for leave and liberty within Washington State. The planning tool can be found online at <https://www.cnmc.navy.mil/regions/cnrnw/om/COVID-19.html>. For travel beyond Washington State, travelers should review the Department of Navy COVID-19 Travel Tracker at <https://www.mnp.navy.mil/group/DON-COVID-19-TRAVEL-TRACKER> and the CDC cases and deaths by county website at <https://www.cdc.gov/coronavirus/2019-NCoV/cases-updates/county-map.html> in order to make informed pre- and post-travel decisions.
- Commands should continue coordinating with contractors, vendors and delivery services to ensure their personnel are properly screened and do not perform services while sick or symptomatic.
- Personnel should continue to stay home if they are feeling ill, self-isolate as best possible and notify their supervisor. Personnel requiring medical attention should call their medical care provider. Commands should ensure personnel exposed to or diagnosed with COVID-19 are isolated or quarantined in accordance with CDC and DoD guidance.
- Commands should continue maximizing telework options where practicable.
- Installations continue to use no-touch ID scanning at all entry control points. Personnel are required to present both sides of their ID/credential for screening by a guard.
- Installation visitor control centers (VCC) continue screening all personnel seeking installation access using the most current COVID-19 health questionnaire, which can be found at the bottom of this update. VCCs continue the use of electronic means to the maximum extent possible to grant installation access and discontinued waiting room use when physical distancing cannot be maintained.
- Navy Exchanges (NEX) will limit patron levels to 50% of facility capacity. Barber shops are open with safety measures. NEX will continue promoting physical distancing within stores and require face coverings for employees and patrons.
- Commissaries will limit patron levels to 25% of facility capacity. There will be a 100% ID check and no guests will be permitted with the authorized ID cardholder. Commissaries will continue to promote physical distancing within stores and require face coverings for employees and patrons.
- MWR: Fitness and aquatic centers are limited to active duty personnel only and will not exceed 50% of facility capacity. Single Sailor Liberty Centers are open to active duty personnel with distancing measures. Recreation and bowling centers are closed. Equipment rentals are available by reservation and curbside pick-up only. Theaters are open to active duty personnel and their families and will not exceed 15% of facility capacity with physical distancing. Recreational park areas are

open except those closed for the season. Monitor installation communications for status of specific food establishments, golf courses, RV parks, resorts, outdoor recreation areas vehicle storage and auto hobby shops.

- Child and Youth Programs (CYP): No changes to CYP at this time. Personnel can contact their local CYP staff for more information.
- Galley indoor seating is limited to active duty personnel only. There will one person per table and will not exceed 25% of facility capacity.
- Navy Housing Services Center referral services will be provided by phone and email.
- Navy Gateway Inns and Suites is open to official travelers and local active duty personnel only.
- Fleet and Family Support Centers: Counseling advocacy and prevention, and Navy Gold Star services will be done virtually. Training is available virtually to include Transition Assistance Program, Sexual Assault Prevention and Response Victim Advocate, Family Advocacy Program (FAP), SAIL and non-medical counseling. FAP treatment groups will be provided in person following safety protocols.
- Navy Wounded Warrior Program will be providing virtual services only.
- Religious Services are limited to 25% of facility capacity.
- Region Legal Service Office Northwest is continuing to provide legal assistance. Visit https://www.jag.navy.mil/legal_services/rlso/rlso_northwest.htm for more information.
- Commands and service members should maintain HPCON C measures both on and off installations, even when those restrictions or measures are more stringent than those placed on the general public. DoD civilian employees, military families and contractors are strongly encouraged to comply with this guidance to minimize risk to personnel and the greater Navy Family.

All Navy personnel should comply with guidance provided by their Installation Commanding Officers regarding on-base service and facilities. Please continue to monitor the following installation and Fleet & Family Readiness Facebook pages for the latest COVID-19 information:

Naval Air Station Whidbey Island:

Facebook page: <https://www.facebook.com/NASWhidbeyIsland/>

Website: https://www.cnic.navy.mil/regions/cnrnw/installations/nas_whidbey_island/about/faqs.html

NavyLife NAS Whidbey Island Facebook page: <https://www.facebook.com/WhidbeyFFR/>

Naval Base Kitsap:

Facebook page: <https://www.facebook.com/kitsapnavy/>

NavyLife Naval Base Kitsap Facebook page: <https://www.facebook.com/KitsapFFR/>

Naval Station Everett:

Facebook page: <https://www.facebook.com/NavalStationEverett/>

NavyLife Naval Station Everett Facebook page: <https://www.facebook.com/EverettFFR/>

Navy Region Northwest Fleet and Family Readiness Program:

Website: <https://www.navylifepnw.com/>

Personnel unsure of how these changes will affect their work schedule or specific duty location and procedures should contact their supervisor and work through their chain of command for clarification.

Additional information regarding the Washington State Governor's recent announcement regarding modification of statewide COVID-19 restrictions Nov. 16 through Dec. 14 can be found on the Governor's website at <https://www.governor.wa.gov/sites/default/files/proclamations/COVID%2019%20November%20Statewide%20Restrictions.pdf>.

2. Navy Region Northwest developed new travel planning tools to assist Navy personnel in planning any travel and calculating the risk associated with particular locations and activities. In addition to the Travel Planner Tool Map, which helps identify areas of higher risk within Washington state, there are two new travel planning tools – the COVID Status Travel Planner Report and the Travel Risk Assessment Management Worksheet.

The COVID Status Travel Planner Report helps personnel identify areas of higher risk across the country and the Travel Risk Assessment Worksheet helps personnel calculate the level of risk for their planned travel based on location, activity and mode of transportation.

All of these tools can be downloaded from the NRNW COVID-19 Webpage at <https://www.cnrc.navy.mil/regions/cnrnw/om/COVID-19.html>.

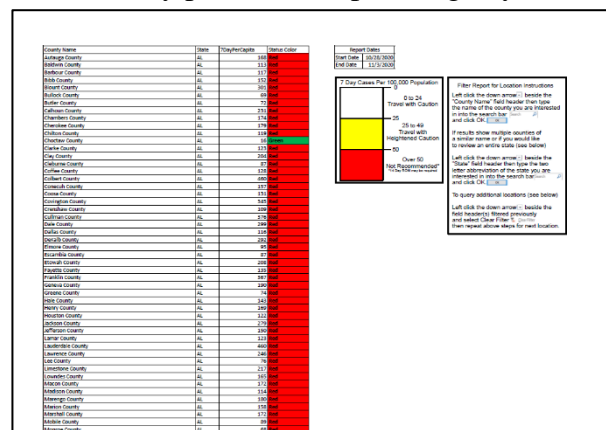
The Report will be updated online multiple times a week, along with the Map.

Personnel should fill out the Worksheet and discuss any travel plans with their supervisor and utilize the travel planning tools to help them make appropriate decisions.

For those who do travel, they need to contact their supervisor before returning to work to communicate any unplanned deviations and to ensure the employee understands the current situation in case there were any changes in protective measures during the travel period. The traveler may need to quarantine upon return home from travel.

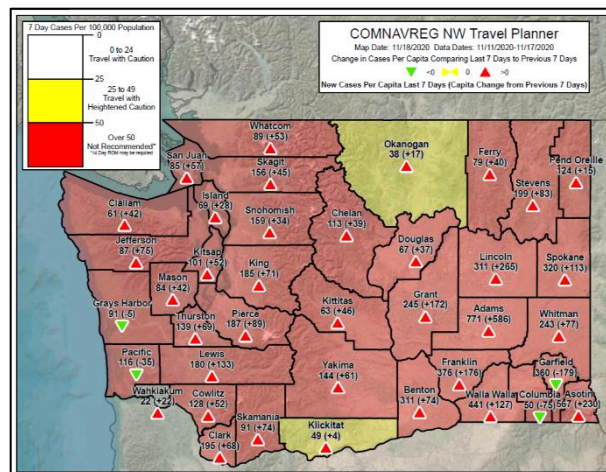
During travel, personnel should continue to follow federal, state and local (including host nation) direction for health and hygiene measures, as well as direction from their chain of command, including maximizing telework and practicing physical distancing.

The Dept. of the Navy also continues to update the Navy Travel Tracker to help personnel make informed decisions about their travel plans. This tracker displays both state status



Travel Planner Report

Travel Planner Worksheet



Travel Planner Map

(factor 1) and DoD Installation status (factor 2) and can be found at <https://www.mnp.navy.mil/group/don-covid-19-travel-tracker>.

Regarding Permanent Change of Station moves: In June, Chief of Naval Personnel developed factsheets to help simplify the information contained within NAVADMINs 168/20 and 169/20, which address conditions-based movement and resumption of PCS moves. Both NAVADMINs and Dept. of Defense guidance can be found online:

- NAVADMIN 168/20 Factsheet: https://www.public.navy.mil/bupers-npc/organization/npc/publicaffairs/news/Documents/Conditions_Based_Movement_Fact_Sheet_QA.pdf
- Full NAVADMIN 168/20: <https://www.public.navy.mil/bupers-npc/reference/messages/Documents/NAVADMINs/NAV2020/NAV20168.txt>
- NAVADMIN 169/20 Factsheet: https://www.public.navy.mil/bupers-npc/organization/npc/publicaffairs/news/Documents/PCS_Restart_Full_rollout_Fact_Sheet_QA.pdf
- Full NAVADMIN 169/20: <https://www.public.navy.mil/bupers-npc/reference/messages/Documents/NAVADMINs/NAV2020/NAV20169.txt>

3. The Navy Region Northwest COVID-19 Screening Questionnaire was recently updated. The updated questionnaire can be found at the bottom of this document.

4. The Centers for Disease Control and Prevention (CDC) suggests the safest way to celebrate Thanksgiving this year is for people to celebrate with those within their household. Those who plan to spend Thanksgiving with people outside their household, take steps to make the celebration safer, including wearing a mask, maintaining physical distancing, and practicing good hygiene.

If considering attending a Thanksgiving gathering, the CDC recommends people:

- Bring your own food, drinks, plates, cups, and utensils.
- Wear a mask, and safely store your mask while eating and drinking.
- Avoid going in and out of the areas where food is being prepared or handled, such as in the kitchen.
- Use single-use options, like salad dressing and condiment packets, and disposable items like food containers, plates, and utensils.

If considering hosting a Thanksgiving gathering, CDC recommends:

- Have a small outdoor meal with family and friends who live in your community.
- Limit the number of guests.
- Have conversations with guests ahead of time to set expectations for celebrating together.
- Clean and disinfect frequently touched surfaces and items between use.
- If celebrating indoors, make sure to open windows.
- Limit the number of people in food preparation areas.
- Have guests bring their own food and drink.
- If sharing food, have one person serve food and use single-use options, like plastic utensils.

For a complete list of CDC ideas and recommendations on safely celebrating Thanksgiving in a COVID-19 environment visit their website at: <https://www.cdc.gov/coronavirus/2019-ncov/daily-life-coping/holidays/thanksgiving.html>.

PRACTICAL TIPS

There are simple things the CDC recommends people continue to do to reduce risk of infection and prevent the spread of COVID-19. These include:

- Wash your hands often with soap and water for 20 seconds; use sanitizer containing at least 60% alcohol.
- Avoid touching your eyes, nose and mouth with unwashed hands.
- Avoid close contact with sick people; maintain physical distance of at least six feet outside of your home.
- Do not gather in groups and do not go out in public if you are sick, unless seeking medical attention.
- Cover coughs and sneezes, and discard used tissues in the trash and wash your hands immediately after.
- Cover your mouth and nose with a cloth face covering when around others.
- Clean and disinfect frequently touched surfaces at least daily.

INFORMATION RESOURCES

- CDC COVID-19 situational information: <https://www.cdc.gov/coronavirus/2019-ncov/index.html>
- CDC How to Wear and Make Cloth Face Coverings: <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html>.
- CDC tips for work and home: <https://www.cdc.gov/nonpharmaceutical-interventions>
- CDC cleaning & disinfecting recommendations: <https://www.cdc.gov/coronavirus/2019-ncov/community/home/cleaning-disinfection.html>
- Military Health System: <http://health.mil>
- Tricare Nurse Advice Line: 1-800-TRICARE (874-2273) or www.mhsnurseadvice.com
- Tricare Coronavirus FAQs: www.tricare.mil/HealthWellness/HealthyLiving/Coronavirus/Coronavirus-FAQs
- Washington State Dept. of Health COVID-19 site: <https://www.doh.wa.gov/Emergencies/Coronavirus>
- Washington State Department of Health novel coronavirus call center: 1-800-525-0127 and press #
- Naval Air Station Whidbey Island Facebook page and website:
<https://www.facebook.com/NASWhidbeyIsland/>
https://www.cnmc.navy.mil/regions/cnrnw/installations/nas_whidbey_island/about/faqs.html
NavyLife NAS Whidbey Island Facebook page: <https://www.facebook.com/WhidbeyFFR/>
- Naval Base Kitsap Facebook page: <https://www.facebook.com/kitsapnavy/>
NavyLife Naval Base Kitsap Facebook page: <https://www.facebook.com/KitsapFFR/>
- Naval Station Everett Facebook page: <https://www.facebook.com/NavalStationEverett/>
NavyLife Naval Station Everett Facebook page: <https://www.facebook.com/EverettFFR/>
- Navy Region Northwest Fleet and Family Readiness Program: <https://www.navylifepnw.com/>
- US Navy COVID-19 Leaders' Handbook: <https://allhands.navy.mil/The-Way-Forward/US-Navy-COVID-19-Leaders-Handbook>.
- Navy Region Northwest Travel Planner Map: <https://www.cnmc.navy.mil/regions/cnrnw/om/COVID-19.html>

NAVY REGION NORTHWEST EMPLOYEES

Our work continues with health and safety protective measures in place. Unless you are told otherwise by your supervisor, please continue with your same actions including teleworking when possible or returning directly home from work and maintaining physical distancing and wearing of face coverings. Please discuss with your supervisor if you need clarification on your work situation.

Personnel required to physically report to work are to conduct self-screening using the questionnaire below and report to their supervisor prior to entering the base and reporting to work. Employees working from home are asked to also continue to monitor their own health for any signs of illness and keep their supervisor informed if their status changes. If you are sick, you should stay home, try to distance from others in your household as best you can, and contact your health care provider as needed.

INSTALLATIONS AND COMMANDS

Northwest Navy Installations and Commands will continue to communicate additional, specific guidance and efforts with their people through their respective communication channels.

FUTURE UPDATES

Monitor news resources and public health updates regularly to stay informed. Navy Region Northwest will continue to provide weekly (or more frequently as needed) Navy-specific updates for the Navy family at <https://www.cnmc.navy.mil/regions/cnrnw/om/COVID-19.html>. This Northwest Navy information “hub” will include status updates, handy information flyers for printing and posting, and links to additional information and resources from our public health partners.

ENCLOSURE: UPDATED NAVY REGION NORTHWEST COVID-19 SCREENING QUESTIONNAIRE

CNRNW COVID-19 Screening Questionnaire (version 2020.11.18)

1. **IN THE PAST 24 HOURS**, have you had any of the following symptoms? YES NO
- a. Fever
 - b. Cough (not due to allergies)
 - c. Sore Throat
 - d. Shortness of Breath
 - e. Loss of smell or taste

If "YES", LEAVE/DO NOT ENTER the workplace. Uniformed/GS/Contractor personnel contact supervisor/employer, put on a clean mask or cloth face covering and contact/report to your medical provider (call ahead to inform them of your pending arrival). **Follow CDC/OSD Guidance.** ***Entry denied**

2. Have you had **CLOSE PERSONAL CONTACT**, with anyone who has been diagnosed with COVID-19 in the past 14 days? (per criteria below)

- a. Within 6 feet for prolonged period of time YES NO
(**> 15 minutes cumulatively over a 24 hour period**)
- b. In direct contact with infectious secretions (been coughed/sneezed upon, etc.) YES NO

If "YES", LEAVE/DO NOT ENTER the workplace. Uniformed/GS/Contractor personnel contact supervisor/employer, put on a clean mask or cloth face covering and contact/report to your medical provider (call ahead to inform them of your pending arrival) **Quarantine may be required.** ***Entry denied**

3. Have you **traveled to or had close contact with anyone who traveled** outside the local area to areas identified with **high infection rates**¹ in the past 14 days? YES NO
(>50 cases / 100K population over last 7 days)

If "YES", uniformed/GS/Contractor personnel contact supervisor/employer and follow CDC/OSD Guidance. ROM may be required.

4. **TEMPERATURE CHECK.** Is temperature above 100°F (37.8°C)? (due to close proximity, screeners should wear mask or cloth face covering as directed):

YES NO

If No, screening complete. Access granted.

If "YES", LEAVE/DO NOT ENTER the workplace. Uniformed/GS/Contractor personnel contact supervisor/employer, put a clean mask or cloth face covering and contact/report to your medical provider (call ahead to inform them of your pending arrival). **Quarantine/ROM may be required.** ***Entry denied**

¹Visitor Control Centers will utilize questions 1, 2, and 4 only for customers requesting access to the Installation.

Commands approving travel are responsible for determining if ROM may be required. The following websites provide guidance for determining risk associated with travel.

DoN Travel Tracker:

<https://www.mnp.navy.mil/group/don-covid-19-travel-tracker>

NRNW Travel Planner:

<https://www.cnrc.navy.mil/regions/cnrnw/om/COVID-19.html>

DHS Early Indicators Daily State and County Status:

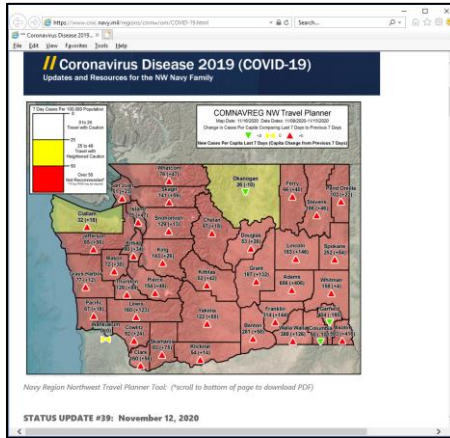
<https://esportal.med.navy.mil/sites/NHBrem/CS/PopHealth/MISC/NPH/PUBHLTH/PHAP/COVID-19/RTG/SitePages/Home.aspx>

CDC County Map:

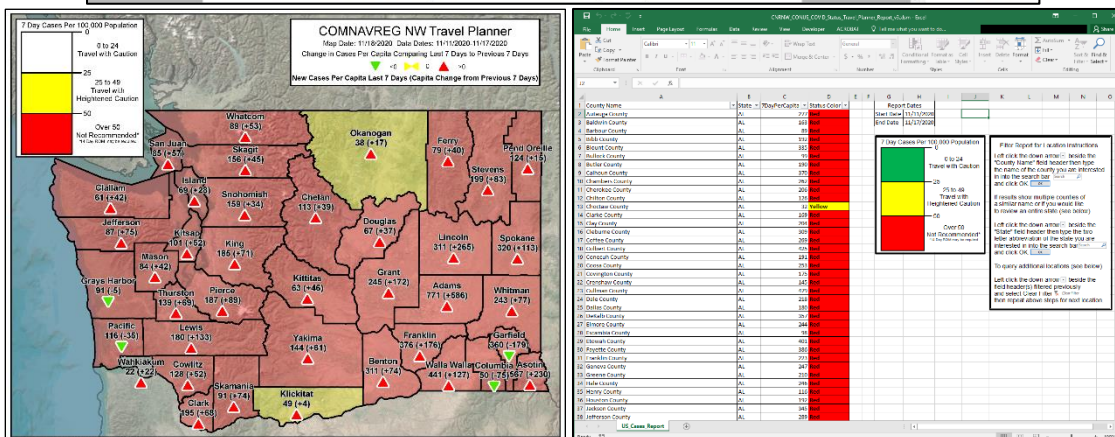
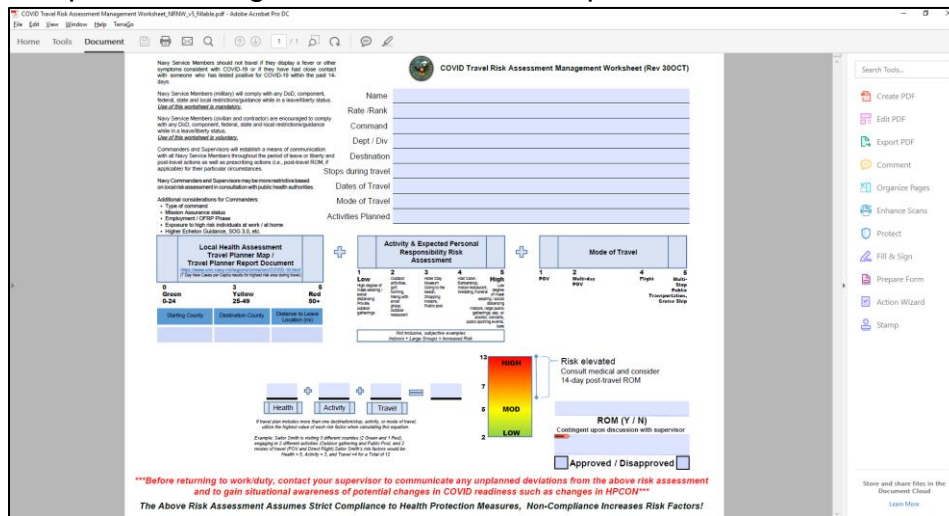
<https://www.cdc.gov/coronavirus/2019-ncov/cases-updates/county-map.html>

ENCLOSURE: COVID TRAVEL RISK ASSESSMENT MANAGEMENT WORKSHEET INSTRUCTIONS

1. Obtain COVID Travel Risk Assessment Management Worksheet from the URL below:
 - a. <https://www.cnic.navy.mil/regions/cnrnw/om/COVID-19.html>



2. Download and open the COVID Travel Risk Assessment Management Worksheet and the associated Travel Planner resource Documents
 - a. Use Map for Washington state travel and Report Tool for out of state travel



Washington State Travel

Out of State Travel

3. Populate the COVID Travel Risk Assessment Management Worksheet and provide to Supervisor
 - a. Use this worksheet when taking travel OR when having travelers visit you
 - i. Both scenarios will be referred to henceforth as “Traveler”
 - b. “Traveler” will populate all blocks except ROM, Signature, and Approved/Denied blocks

COVID Travel Risk Assessment Management Worksheet (Rev 30Oct20)

Personal Information:
 Name: John Smith
 Rate / Rank: LT
 Command: COMNAVREG NW
 Dept / Div: N37
 Destination: Orange County, Florida
 Stops during travel: Sevier County, Tennessee
 Dates of Travel: 10/30/2020 - 11/15/2020
 Mode of Travel: Flight and POV
 Activities Planned: Amusement Park (Large Public Gathering), Hotel Stay, Golf

Local Health Assessment:
 Starting County: Kitsap, WA
 Destination County: Orange, FL
 Distance to Local Health Care: 3140.5

Activity & Expected Personal Responsibility Risk Assessment:
 Risk Score: 5 (High)
 Activities: Large Public Gathering, Hotel Stay, Golf

Mode of Travel:
 Risk Score: 4 (Medium)
 Modes: Flight, POV

Risk Score Calculation:
 Health: 5, Activity: 5, Travel: 4
 Total Risk Score: 14 (MOD)

ROM (Y / N):
 Contingent upon discussion with supervisor

Approved / Disapproved:
☐ Approved ☐ Disapproved

Notes:
 Before returning to work/duty, contact your supervisor to communicate any unplanned deviations from the above risk assessment and to gain situational awareness of potential changes in COVID readiness such as changes in HPCON
 The Above Risk Assessment Assumes Strict Compliance to Health Protection Measures, Non-Compliance Increases Risk Factors!

- c. To generate Risk Scores:
 - i. Health: Use the Map for WA state travel and the Report Tool for out of state travel to determine the highest risk category of all stops and destinations
 1. The highest risk locations for the destination and stops in this example had a Red status which is a score of **5**
 - ii. Activity: Use the example Activities listed to determine the highest risk category of the activities you will engage in
 1. The highest risk activity in this example was a large public gathering which is a score of **5**
 - iii. Travel: Use the example Modes of Travel to determine the highest risk category travel method used
 1. The highest risk mode of travel in this example was flight which is a score of **4**
4. Supervisor will review the worksheet and predetermine if a ROM is recommended based on risk of exposure identified in travel plans. (Telework can be utilized during ROM where appropriate)
 - a. If the “Traveler” is military, supervisor can mark if the travel plans are approved or disapproved then sign to certify the approval/disapproval process
 - b. If the “Traveler” is civilian/contractor, supervisor can NOT disapprove a travel request. The signature is only acknowledgement of assessing the risk of the identified travel plans and certifying the supervisor’s ROM recommendation
5. **Before returning to work/duty**, contact your supervisor to communicate any unplanned deviations from the above risk assessment and to gain situational awareness of potential changes in COVID readiness such as changes in HPCON.